



*Department of Defense
Fire & Emergency Services*

Taking Care of Our Own



14 December 2005

PREFACE: The “*Taking Care of Our Own*” Program, a sub-set of the Voluntary Leave Transfer Program (VLTP), was developed to support DoD Fire & Emergency Services (F&ES) personnel with a medical emergency (a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave). The Program invites all DoD F&ES personnel to donate ONE HOUR of annual leave to any DoD F&ES member approved to receive leave under the VLTP to enable F&ES personnel in trouble to focus on recovery rather than financial distress.

PURPOSE: To take care of DoD F&ES personnel by inviting all DoD F&ES personnel assigned to an F&ES organization to donate ONE HOUR of leave to F&ES individual approved to participate in the VLTP. The program is entirely voluntary and no pressure to donate leave is allowed.

SCOPE: All DoD F&ES personnel may participate by donating or receiving leave without regard to the Service component/DoD agency to which they are assigned. No consideration is given to past participation in the Program.

QUALIFICATION TO BENEFIT FROM THE “*Taking Care of Our Own*” PROGRAM: All DoD F&ES personnel approved for the VLTP may participate. The recipient may provide a statement concerning his health/physical situation if desired but such information is not required.

PROCEDURES:

The fire chief/senior F&ES manager at the duty station of the leave recipient will provide the following information to the Service component’s F&ES Chief/Director through channels:

- ☐ Information needed to complete Block 10 of OPM Form 630-B (for outside agency personnel to donate leave) or Block 9 of OPM Form 630-A (for internal agency personnel to donate leave). NOTE: Individuals within the same Service as the leave recipient use OPM Form 630-A (i.e. Navy firefighters donating leave to a Navy leave recipient); individuals in other Services use OPM Form 630-B (i.e. Army firefighters donating leave to an Air Force leave recipient).
- ☐ A brief statement concerning the health/physical situation, with permission of the recipient.
- ☐ Updated status at 30-day intervals of the recipient’s progress and the total hours of donated leave received, with permission of the recipient.
- ☐ The name, email address, phone number, and fax number of a local point of contact.

The fire chief or senior F&ES representative at each DoD F&ES organization will:

- ☐ Publicize the *Taking Care of Our Own* information received from the Service component's Chief/Director of F&ES to assigned F&ES personnel.
- ☐ Assist F&ES personnel to complete and fax the OPM Forms 630-A/B to the leave recipient's organization.

The Service component's F&ES Chief/Director will send *Taking Care of Our Own* information received from other Service components to their F&ES organizations.

ASSOCIATED PUBLICATIONS:

The following forms may be downloaded at <http://www.opm.gov/forms/html/opm.asp>:

- ❑ OPM Form 630, *Application to Become a Leave Recipient under the Voluntary Leave Transfer Program*
- ❑ OPM Form 630-A, *Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency)*
- ❑ OPM Form 630-B, *Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency)*

OPM's Leave Administration web page is <http://www.opm.gov/oca/leave/INDEX.asp>.